DOCUMENT RESUME

ED 292 498 JC 880 126

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TITLE Documentation Handouts.
INSTITUTION Austin Community Coll., TX. Rio Grande Campus.
PUB DATE 25 Mar 88
NOTE 12p.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Bibliographies; *Citations (References); Community Colleges; Two Year Colleges

ABSTRACT

Designed for students at Austin Community College, these four handouts summarize the major citation formats used today, including a social sciences format (American Psychological Association), a sciences format (Council of Biology Editors), the standard Turabian format, and the Modern Language Association (MLA) format. One side of each handout provides examples of footnotes or in-text citations, while the other side shows how to cite various types of materials in a bibliography. The sheets provide the students with a "take home" summary that is usually adequate for their papers, and is much easier for them to use than style manuals. The handouts can be picked up by students as they need them, or reproduced by instructors for their classes. (EJV)

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DOCUMENTATION HANDOUTS

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March 25, 1988

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AUSTIN COMMUNITY COLLEGE

Memorandum

Julie Todaro - Head Librarian Rio Grande
Toma Iglehart - Reference Librarian Rio Grande

March 25, 1988

Documentation handouts

Enclosed are some very helpful "cheat sheets" designed especially for our students by members of our Library Use Instruction Committee. They were designed to give students a summary of the major citation formats used today including a social sciences format (APA), a sciences format (CBE), the standard Turabian format and the up and coming MLA format.

For your information, ACC has adopted MLA as the standard format to be used by English classes in citing their papers. Turabian is used "second most" by history and other social sciences who choose this style as it is best known to most students.

We have found these sheets to be invaluable to students. With one side being examples of footnote information (or in-text citation) and the other side being bibliography (works cited) information, we can give the students a "take home" summary that is usually adequate for their papers, and much easier for them to use than the style manuals themselves.

As with other handouts, these are for students to pick up as they need them. For handouts for entire classes, instructors need to pick up one and then have them photocopied by the site photoduplication facilities. Unfortunately we can't afford 20-30 copies (or even 10! copies) for each instructor and his/her class.

We hope that you find these useful.

MLA Documentation

When you use the words or original ideas of another person in your writing, you need to document these words or ideas. If exact words of the original are used, quotation marks are necessary. Paraphrasing or rewording an original source does not require quotation marks, but documentation of the source is still necessary.

Parenthetical Documentation

There are several different formats for documentation. You will be using the MLA format (named after the Modern Language Association, which developed it).

In the MLA format, "parenthetical documentation" is used to identify the sources of information you have borrowed in writing your paper. (This serves the same purpose as "footnotes.") Parenthetical documentation should be integrated smoothly into the text of your paper, rather than listed separately.

The general rule calls for you to cite the source at the point you refer to it by enclosing in parentheses the author's last name and the page referred to.

At the turn of the century many men worked long hours, which "entailed their absence from the family for most of the day: that was not a rejection of fatherhood but a necessary element of it" (McKee and O'Brien 54).

Child support payments can be withheld from wages in 45 states (Schorr 33).

If the author's name is mentioned in your discussion, you only need to put the page number cited in parentheses at the end of the sentence.

Ross Parke reports that in general the fathers' reaction at the moment of birth was more positive than their wives'. This may not be surprising; fathers had experienced no physical pain and had been given no dulling drugs (23).

Jeannye Thornton notes that "natural fathers aren't the only ones raising children on their own. As more families split up, social workers note that stepfathers increasingly are being called on to bring up other people's kids" (62).

According to Bernard Farber in Encyclopedia Americana, there is a trend toward waiting to marry and toward postponing the birth of the first child (6).

For periodical articles or pamphlets with no author, you should include the first 2-3 key words from the title and the page number in parentheses.

Fathers today no longer know who they are and what their wives and children expect from them ("Fathers Confused" 5).

"A widespread complaint among sons is the lack of genuine communication with their fathers, which leads to unspoken resentments on both sides" (Uncommunicative Father 3).

(continued)

WORKS CITED

A works cited list (or bibliography) is a list of all the sources that contributed ideas and information to your paper. It is arranged in **alphabetical** order by the authors' last names. If a source doesn't list an author, arrange the entry by the first word of the title (ignore "A," "An" or "The").

If you have a type of source not covered by the examples below, ask the librarian to show you *MLA Handbook for Writers of Research Papers*, 2nd edition.

EXAMPLE OF AN ENCYCLOPEDIA, SIGNED ARTICLE

Farber, Bernard. "Family." Encyclopedia Americana. 1984 ed.

EXAMPLE OF A MAGAZINE ARTICLE WITH NO AUTHOR

"Fathers Confused by Changing Family Roles." USA Today Oct. 1980: 5.

EXAMPLE OF BOOK WITH EDITORS

McKee, Lorna, and Margaret O'Brian, eds. The Father Figure. New York: Tavistock, 1982.

EXAMPLE OF A BOOK

Parke, Ross. Fathers. Cambridge: Harvard UP, 1981.

EXAMPLE OF A SECOND BOOK BY SAME AUTHOR

---. Manhood and Parenthood. Detroit: Gale, 1987.

EXAMPLE OF A NEWSPAPER ARTICLE WITH AUTHOR

Schorr, Burt. "States Cracking Down on Fathers Dodging Child-Support Payments." Wall Street Journal 26 Jan. 1983, eastern ed.: 33.

EXAMPLE OF A MAGAZINE ARTICLE WITH AUTHOR

Thornton, Jeannye. "When Fathers Raise Children Alone." U.S. News and World Report 12 Apr. 1982: 61-62.

EXAMPLE OF A PAMPHLET, NO AUTHOR, NO CITY OF PUBLICATION OR DATE

The Uncommunicative Father. N.p.: Family Press, n.d.

EXAMPLE OF A WORK OR CHAPTER WITHIN A LARGER WORK

Valsiner, Jaan. "The Father's Role in the Social Network of the Soviet Child." The Role of the Father in Child Development. Ed. Michael E. Lamb. New York: Wiley, 1981. 187-201.

EXAMPLE OF A PERIODICAL REPRINTED UNDER A DIFFERENT TITLE IN A COLLECTION

Watson, Hugh. "Dad, Daddy, Pop, Father." Psychology Today 27 February 1982: 78-80. Rpt. as "Fathers: What's in a Name?" Trends in Modern Parenting. Ed. B.L. Peavy. Chicago: Zeus, 1986. 140-141.

EXAMPLE OF A CHAPTER FROM A BOOK REPRINTED IN A DIFFERENT BOOK

Wilmer, Lola. "Fathers and Daughters." Parents as People. London: Allen, 1977. 308-12. Rpt. in Introduction to Child Development. Ed. Raymond Cisneros. Austin: U of Texas P, 1985. 245-50.

TURABIAN Documentation

When you use the words or original ideas of another person in your writing, you need to document them. If exact words of the original are used, quotation marks are necessary. Paraphrasing or rewording an original source does not require quotation marks, but documentation is still necessary.

There are several documentation formats; be sure to use the one your instructor wants. This handout explains the Turabian format (named after the person who wrote a book on it).

FOOTNOTES/ENDNOTES

Footnotes are used to identify your sources of information. Footnotes are identified by a superscript (above the line) number at the end of borrowed information:

> Ross Parke reports that in general the fathers' reaction at the moment of birth was more positive than their wives'.[1]

You use a new number each time you present a new quote or paraphrase, even if you use only one or two sources. Notes are arranged in numerical order at the bottom (foot) of each page or at the end of the paper (endnotes).

If you have a type of source not covered below, ask the librarian to show you Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations, 5th edition.

[1]Ross Parke, Fathers (Cambridge, Mass.: Harvard University Press, 1981), 43. (book)

[2]Ibid. (preceding, work, same page)

[3]Ibid, 45. (preceding work, different page)

[4]Jeannye Thorton, "When Fathers Raise Children Alone," U.S. News and World Report, 12 April 1982, 61. (magazine article)

[5]Parke, Fathers, 125. (another reference to Parke's book)

[6]"Fathers Confused by Changing Family Role," USA Today, October 1980, 5. (magazine article with no author)

[7]Lorna McKee and Margaret O'Brien, eds., The Father Figure (New York: Tavistock Publications, 1982), 11-12. (book with editors)

[8]Burt Schorr, "States Cracking Down on Fathers Dodging Child-Support Payments," Wall Street Journal, 26 January 1983, 33(E). (newspaper article with author)

[9]Encyclopedia Americana, 1984 ed., s.v. "Family," by Bernard Farber. (encyclopedia signed article)

[10]The Uncommunicative Father (n.p.: Family Press, n.d.), 3. (pamphlet, no author, no place of publication or date)

[11]Jaan Valsiner, "The Father's Role in the Social Network of a Soviet Child," in The Role of the Father in Child Development, ed. Michael E. Lamb (New York: John Wiley & Sons, 1981), 192. (work within a larger work)

[12]Society for Research in Child Development, Perspectives on Fatherhood, 3rd ed. (Washington, D.C.: Society for Research in Child Development, 1980), 25. (organization as author)

[13]Ross Parke, Manhood and Parenthood (Cambridge, Mass.: Harvard University Press, 1987), 39. (second book, same author)

[14]Dave Riley and Monerieff M. Cochran, "Naturally Occuring Childrearing Advice for Fathers: Utilization of the Personal Social Network," Journal of Marriage and the Family 47 (May 1985): 279. (journal article, two authors)

BIBLIOGRAPHY

A bibliography is a list of all the sources that contributed ideas and information to your paper. It should appear on a separate page at the end of your paper. The heading BIBLIOGRAPHY is centered at the top of the page. A bibliography is arranged in alphabetical order by the first work in the reference, whether it's a person's last name, an organization name, or the first word of a title (ignore "A," "An," and "The").

EXAMPLE OF AN ENCYCLOPEDIA, SIGNED ARTICLE

Encyclopedia Americana, 1984 ed. S.v. "Family," by Bernard Farber.

EXAMPLE OF A MAGAZINE ARTICLE WITH NO AUTHOR

"Fathers Confused by Changing Family Roles." USA Today, October 1980, 5.

EXAMPLE OF A BOOK WITH EDITORS

McKee, Lorna, and Margaret O'Brien, eds. The Father Figure. New York: Tavistock Publications, 1982.

EXAMPLE OF A BOOK WITH ONE AUTHOR

Parke, Ross. Fathers. Cambridge, Mass.: Harvard University Press, 1981

EXAMPLE OF A SECOND BOOK, SAME AUTHOR (arranged by title or date)

_____. Manhood and Parenthood. Detroit: Gale, 1987.

EXAMPLE OF A JOURNAL ARTICLE, TWO AUTHORS

Riley, Dave, and Moncrieff, M. Cochran. "Naturally Occuring Childrearing Advice for Fathers: Utilization of the Personal Social Network." Journal of Marriage and the Family 47 (May 1985): 275-286.

EXAMPLE OF A NEWSPAPER ARTICLE WITH AUTHOR

Schorr, Burt. "States Cracking Down on Fathers Dodging Child-Support Payments." Wall Street Journal, 26 January 1983, 33(E).

EXAMPLE OF AN ORGANIZATION AS AUTHOR AND PUBLISHER, EDITION OTHER THAN FIRST

Society for Research in Child Development. Perspectives on Fatherhood. 3rd ed. Washington, D.C.: Society for Research in Child Development, 1980.

EXAMPLE OF A MAGAZINE ARTICLE WITH AUTHOR

Thornton, Jeannye. "When Fathers Raise Children Alone." U.S. News and World Report, 12 April 1982, 61-62.

EXAMPLE OF A PAMPHLET, NO AUTHOR, NO PLACE OF PUBLICATION OR DATE

The Uncommunicative Father. N.p.: Family Press, n.d.

EXAMPLE OF A WORK WITHIN A WORK

Valsiner, Jaan. "The Father's Role in the Social Network of a Soviet Child." in The Role of the Father in Child Development, ed. Michael E.'Lamb, 187-201 New York: John Wiley & Sons, 1981.

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CBE (A SCIENTIFIC) Documentation

When you use the words or original ideas of another person in your writing, you need to document these words or ideas. If exact words of the original are used, quotation marks are necessary. Paraphrasing or rewording an original source does not require quotation marks, but documentation of the source is still necessary.

There are several different formats for documentation. The CBE format (named after the Council of Biology Editors, which developed it) is widely used for documentation in the sciences.

IDENTIFYING YOUR SOURCES IN YOUR PAPER

According to CBE style, you identify in the text of your paper the sources of information (references) you have used. This serves the same purpose as "footnotes," but is integrated smoothly into the text of your paper, rather than listed separately. The CBE style offers several methods of citing your references. You may pick one of the methods listed below or ask your instructor which method is preferred.

Method I: NAME AND YEAR
List the name(s) of the author(s) and the year of publication.

One author, or editor: (Gribbin 1986)
Two authors: (Dotto and Schiff 1978)
Three or more authors: (Campbell et al. 1983) or (Campbell and others 1983)
Organization as author: (National Research Council 1982)
No author? Use title:
No date? Use "n.d.": (Can we save the ozone layer? n.d.)

Placement of the parentheses depends on whether you use the author's name in your text:

It is estimated that a 10% reduction in ozone would cause a 20% - 40% increase in skin cancer (Dotto and Schiff 1978).

or

Dotto and Schiff (1978) estimated that a 10% reduction in ozone would cause a 20% - 40% increase in skin cancer.

Method II: NAME, YEAR, AND PAGE NUMBERS
Same as method I, with page number(s) added.
(Dotto and Schiff 1978, p. 29)
(Gribbin 1986, p. 156-157)

Method III: NUMBER SYSTEM
As each source is mentioned in the text, it is numbered in parentheses:

It was estimated that a 10% decrease in ozone would cause a 20-40% increase in skin cancer (1).

If a source is used again later, reuse the original number. The complete references are listed at the end of the paper in the order they were numbered in your paper.

LISTING YOUR REFERENCES

The list of references (or bibliography) at the end of your paper should be a list of all the sources that contributed ideas and information to your paper. It can be titled "Literature Cited," "References" or a similar term.

The arrangement of references in your list depends upon how you have cited them in your text. In the **name-and-year methods**, references are arranged **alphabetically** by the first word in the reference, whether it's a person's last name, organization name or the first word of a title (ignore "A," "An," and "The"). If you have two or more references by the same author, arrange those alphabetically by author, then by date. In the **number method**, each reference appears in the order that it is first mentioned in your paper.

If you have a type of source not covered by the examples below, ask the librarian to show you the CBE Style Manual.

REFERENCES

METHODS I AND II: ARRANGED ALPHABETICALLY

EXAMPLE OF PAMPHLET, NO AUTHOR, NO CITY OF PUBLICATION, NO DATE
Can we save the ozone layer? N.p.: Concerned Citizens Press, n.d.

EXAMPLE OF BOOK WITH TWO AUTHORS
Dotto, L.; Schiff, H. The ozone war. Garden City, NY: Doubleday; 1978.

EXAMPLE OF BOOK WITH EDITOR
Gribbin, J., editor. Breathing planet. New York: Basil Blackwell; 1986.

EXAMPLE OF BOOK WITH ORGANIZATION AS AUTHOR
National Research Council. Causes and effects of stratospheric ozone reduction: an update. Washington, DC: National Academy Press; 1982.

EXAMPLE OF SECOND BOOK, SAME AUTHOR (the date determines the order)
National Research Council. Causes and effects of changes in stratospheric ozone: update 1983. Washington, DC: National Academy Press; 1984.

METHOD III: NUMBERED AS THEY FIRST APPEAR IN TEXT

EXAMPLE OF SIGNED ENCYCLOPEDIA ARTICLE
1. Prinn, R. G. Atmospheric ozone. In: McGraw-Hill encyclopedia of science and technology. 6th ed. New York: McGraw-Hill; 1987:vol. 2, p.185-188.

EXAMPLE OF WORK WITHIN LARGER WORK
2. Mackenzie, D. Anybody want to save the ozone layer? Gribbin, John, ed. The breathing planet. New York: Basil Blackwell; 1986:185-192.

EXAMPLE OF NEWSPAPER ARTICLE WITH AUTHOR
3. Shabecoff, P. As U.S. air quality deadline looms, cities are giving up hope of solution. The New York Times. 1987 Aug. 10:8 (col. 1).

EXAMPLE OF JOURNAL ARTICLE WITH AUTHOR, SUBTITLE, DISCONTINUOUS PAGES
4. Sand, P. H. Protecting the ozone layer: the Vienna Convention is adopted. Environment 27(5):18-20, 40-43; 1985.

EXAMPLE OF MAGAZINE/JOURNAL ARTICLE, NO AUTHOR
5. Ozone layer at serious risk from worldwide chemical use. Int. Wild. 15(July/Aug.):25; 1985.

EXAMPLE OF MAGAZINE ARTICLE WITH AUTHOR, SUBTITLE, DISCONTINUOUS PAGES
6. Brodeur, P. Annals of chemistry: in the face of doubt. New Yorker (June 9):70, 72-87; 1986.

APA (A SOCIAL SCIENCE) Documentation

When you use the words or original ideas of another person in your writing, you need to document these words. If exact words of the original are used, quotation marks are necessary. Paraphrasing or rewording an original source does not require quotation marks, but documentation of the source is still necessary.

There are several different formats for documentation. The style used by the American Psychological Association (APA) is widely used in the social sciences, such as anthropology, education, and sociology, as well as psychology.

IDENTIFYING YOUR SOURCES IN YOUR PAPER

According to APA style, you identify in the text of your paper the sources of information (references) you have used. This serves the same purpose as "footnotes," but is integrated smoothly into the text of your paper, rather than listed separately. This information will lead the reader to the "References" or "Bibliography" at the end of the paper, where the full information on the source is listed. (See other side for information on listing your sources.)

RULE 1: To identify your source, list the name(s) of the author(s) and the year of publication, separated by a comma.

One author: (Parke, 1981)

Two authors: (McKee and O'Brian, 1982)

Three to five authors: List all authors in first reference. (Adams, Clement, and Todaro, 1986), but in later references include only first author followed by "et al." and year (Adams et al., 1986)

Organization as author: (National Institute of Mental Health, 1985)

No author: Use first two or three words of the title and the year. For articles, enclose title in quotes ("Fathers Confused," 1980); for books and pamphlets, underline title (Uncommunicative Father, 1982)

RULE 2: If you are quoting a source or referring to a specific part of a source, rather than the source as a whole, you must include the page numbers or otherwise note the part referred to.

(Thornton, 1982, p. 62)

(Parke, 1987, chap. 4)

RULE 3: Placement of the parentheses depends on whether you use the author's name in your text:

There is a trend toward waiting to marry and postponing the birth of the first child (Farber, 1984, p. 6).

or

Bernard Farber (1984, p. 6) reports that there is a trend toward waiting to marry and postponing the birth of the first child.

LISTING YOUR REFERENCES

The list of references at the end of your paper should include all the sources that contributed ideas and information to your paper. It should be titled "References" and is arranged in **alphabetical** order by the first word in the reference, whether it's a person's last name, an organization name, or the first word of a title (ignore "A," "An," and "The").

If you have a type of source not covered by the examples below, ask the librarian to show you Publication Manual of the American Psychological Association.

References

EXAMPLE OF AN ENCYCLOPEDIA, SIGNED ARTICLE

Farber, B. (1984). Family. In Encyclopedia Americana (Vol. 11, pp. 2-7). Danbury, CT: Grolier.

EXAMPLE OF A MAGAZINE ARTICLE WITH NO AUTHOR

Fathers confused by changing family roles. (1980, October). USA Today, p. 5.

EXAMPLE OF BOOK WITH EDITORS

McKee, L., & O'Brian, M. (Eds.). (1982). The father figure. New York: Tavistock.

EXAMPLE OF A BOOK, ONE AUTHOR

Parke, R. D. (1981). Fathers. Cambridge: Harvard University Press.

EXAMPLE OF A SECOND BOOK BY SAME AUTHOR (arranged by publication date)

Parke, R. D. (1987). Manhood and parenthood. Detroit: Gale.

EXAMPLE OF A JOURNAL ARTICLE, TWO AUTHORS

Riley, D., & Cochran, M. M. (1985). Naturally occuring childrearing advice for fathers: Utilization of the personal social network. Journal of Marriage and the Family, 47, 275-286.

EXAMPLE OF A JOURNAL ARTICLE, ONE AUTHOR

Risman, B. J. (1986). Can men "mother"? Life as a single father. Family Relations, 35, 95-102.

EXAMPLE OF A NEWSPAPER ARTICLE WITH AUTHOR

Schorr, B. (1983, January 26). States cracking down on fathers dodging child-support payments. The Wall Street Journal, p. 33.

EXAMPLE OF AN ORGANIZATION AS AUTHOR AND PUBLISHER, EDITION OTHER THAN FIRST

Society for Research in Child Development. (1980). Perspectives on fatherhood (3rd ed.). Washington, DC: Author.

EXAMPLE OF A MAGAZINE ARTICLE WITH AUTHOR

Thornton, J. (1982, April 12). When fathers raise children alone. U.S. News and World Report, pp. 61-62.

EXAMPLE OF A PAMPHLET, NO AUTHOR

The uncommunicative father. (1982). Austin, TX: Family Press.

EXAMPLE OF A WORK OR CHAPTER WITHIN A LARGER WORK

Valsiner, J. (1981). The father's role in the social network of the Soviet child. In M. E. Lamb (Ed.), The role of the father in child development (pp. 187-201). New York: Wiley.

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